

# Asset Maintenance Log

## Monthly Preventive Maintenance Format

Asset Name	_____	Asset ID/Code	_____
Location	_____	Department	_____
Responsible Person	_____	Month/Year	_____

Date	Maintenance Activity	Outcome/Observation	Performed By	Remarks
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Supervisor's Name	_____	Signature	_____
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**Important Notes:**

- Regular preventive maintenance reduces the risk of asset failure and prolongs equipment life.
- Ensure all details are recorded accurately and signed by responsible personnel.
- This log serves as an official record for audits and compliance.
- Any major findings or repair needs should be reported immediately.
- Keep this document accessible for reference during inspections.